



Office of the State Public Defender

**Agency Information Technology Performance Report
2017 Biennial Report**

Please complete this report by close of business October 25, 2016.

Please upload your final Performance Report and all applicable spreadsheets to your individual Agency folder in the Biennial Reporting SharePoint Site found at:

<https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.

MCA [2-17-521\(4\)](#) requires the Department of Administration to prepare a biennial report on Information Technology (IT) based on the Agency IT Plans and Performance Reports required under MCA [2-17-524](#).

This performance report evaluates progress made towards the objectives articulated in your 2014 Agency IT Plan, which can be found at:

<https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.

Please answer each section below based on your 2014 Agency IT Plan (*add lines to the tables as needed*).

Section 1: An evaluation of the Agency's performance relating to IT (MCA [2-17-524\(3\)\(a\)](#)).

- Referencing the goals and objectives noted in Section 10 of your 2014 Agency IT plan, please fill in the table below with the information for each goal and objective.
 - 2014 Agency IT plans can be found in your Agency folder located at <https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx>.
- Please provide an update on the efforts to implement your Agency 2014 IT goals and objectives. Your update may include how a goal/objective has advanced the Agency mission.

GOAL	OBJECTIVES	UPDATE
1 Improve our existing Information Technology network and application topology	1-1 Implement Enhanced Security	OPD has complied with the end-user security awareness training program. We are currently waiting for the completion of the MT-ISAC Agency Assessment Tool to continue working on our Security Program. We are still challenged with a lack of resources to complete the security program and are working on it as we can with our limited resources
2 Utilize our existing technology to better improve business operations of the Office of the State Public Defender		OPD has implemented FIM which allowed us to deploy Office 365, including OneDrive. This allows our users to access their documents/data from wherever they need. We have also expanded automatic document generation in our case management system.
3 Ensure Continued Operations	3-1 Develop and Implement OPD Disaster Recovery Plan	OPD has not made any significant progress on this objective.
	3-2 Develop and Implement Off-Site Backup Solution	OPD implemented ITSD's backup solution for our file servers and files are now backed up off-site. This objective will no longer be relevant once the IT Convergence Project is complete.

Section 2: An assessment of progress made toward implementing the Agency IT Plan (MCA [2-17-524\(3\)\(b\)](#)).

- Please detail progress made toward completing IT projects identified under section 11 of your 2014 Agency IT Plan.

- Your Agency plan can be found in your Agency folder located at [https://ent-sp1.mt.gov/sites/bienrpt/ layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).
- Please include project cost, schedule and completion information.

ITEM	DESCRIPTION	ACTUAL AS OF JUNE 30, 2016
Project Name		
Agency / Division		
Project / Program purpose and objectives		
Estimated start date		
Estimated cost		
Funding source – 1		
Funding source – 2		
Funding source – 3		
Annual costs upon completion		
Status of the project as of June 30, 2016. Indicate % completed and status of funds expended.		

Section 3: An inventory of agency information services, equipment and proprietary software (MCA [2-17-524\(3\)\(c\)](#)).

To collect data on “information services” and “proprietary software”, we are leveraging LDRPS (L10). Our goal is to utilize and maintain LDRPS as the authoritative source for this information.

- Please verify the information in the LDRPS Spreadsheet, making any necessary updates or additions.
- Please email your updated spreadsheet to Dawn Pizzini, subject matter expert, at dpizzini@mt.gov.
 - The LDRPS spreadsheet can be found in your Agency folder located at [https://ent-sp1.mt.gov/sites/bienrpt/ layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).
 - We will pull a final LDRPS Spreadsheet for submission as part of the Biennial Report based on your Agency’s input.

For “equipment”, we are utilizing the standard Agency Inventory Template Spreadsheet we have used for past biennial reporting and that we are currently using to gather information for the IT Convergence project. The spreadsheet can be found in your Agency folder located at [https://ent-sp1.mt.gov/sites/bienrpt/ layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx](https://ent-sp1.mt.gov/sites/bienrpt/layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx).

- If you **have** already provided your inventory for the IT Convergence project, please fill out the last tab labeled **DEVICES**.
 - Please review the entire workbook for accuracy and make any necessary changes.
- If you **have not** provided this inventory, please fill out the entire workbook.

Questions can be directed to:

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 406.444.5764

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